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26 August 1959

OS NOTICE #59-7

FOR : Office of Security Deputy Directors, Staff and Division  
Chiefs

SUBJECT : Availability of Clerical Personnel for Overseas  
Assignment with the Clandestine Services

1. The Acting Deputy Director (Support) has instructed each office in the Support Services to identify clerical personnel in Grades GS-8 and below who would be willing to have their names placed on a roster for possible overseas assignment with the Clandestine Services.

2. Please insure that each clerical person, Grade GS-8 and below, within your jurisdiction is interviewed to ascertain whether he or she would be willing to be considered for a position overseas with the Clandestine Services. They should be advised that inclusion in the list will not be construed as an absolute commitment on their part to accept an overseas assignment but that it would mean they have no compelling reasons which would prevent them from going overseas and would be willing to discuss possibilities with the Clandestine Services.

3. In making this survey, you should ascertain the name and grade of the person, whether he or she is a stenographer, typist, clerk, or administrative assistant and whether there is any area to which he or she could not go.

4. It is requested that this survey be completed and the results sent to the Executive Officer not later than 9 September 1959.

[REDACTED]  
Sherwood Edwards  
Director of Security

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